



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 20651 - Continuity Officer - GS-14

Salary Range: \$79,720 - \$145,629 (not applicable for detailees)

Vacancy Open Period: Open Until Filled

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: MSD/NIEMA

Duty Location: Reston, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

***** OPEN UNTIL FILLED: This announcement will be open until the position is filled.**

Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration***

Who May Apply

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.



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Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Mission Support Division (MSD) provides its customers with a full range of support services and integrated solutions needed to accomplish the Office of the Director of National Intelligence (ODNI) mission. MSD staff provide proactive, comprehensive support, delivered with efficiency, professionalism, and a strong focus on cost value. MSD services include Human Resources, Information Management, Information Technology and Infrastructure, National Intelligence Emergency Management Activity, Security, Counterintelligence, and Facilities Management. To achieve efficiency, MSD also brokers support from other agencies for additional services, including logistics, travel and medical support. To ensure ODNI customer satisfaction, MSD conducts performance management and quality assurance reviews for each business area.

Major Duties and Responsibilities (MDRs)

- Plan, develop, and manage the ODNI Continuity Programs to achieve continuity mission requirements while ensuring that mission essential functions continue to be performed during a wide range of emergencies.
- Plan, develop, sustain, and manage a variety of preparedness and response programs, including resilient communications platforms, for the ODNI to ensure the continued sharing of intelligence products and personnel at the highest levels of the United States (U.S.) Government including the IC, national security staff, other federal executive agencies, Congress, and the Supreme Court.
- Plan, design, develop, and execute validation projects, including performance metrics, to test and document ODNI resources, readiness, and preparedness for responses to



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emergencies affecting operations; provide substantive counsel and feedback on readiness and make specific, actionable recommendations to improve readiness.

- Plan, develop, and provide advice and counsel to ODNI's senior leadership on the effectiveness of the ODNI's internal management and continuity programs; ensuring that programs are tested and will function as designed in the event of emergencies.
- Represent the ODNI on several government-wide committees and task forces that ensure continuing operations of the government during emergencies; provide information and guidance on continuity when participating in executive briefings, national policy implementation boards, and other forums.
- Plan, identify, develop, and/or deliver ODNI continuity training programs, Federal Emergency Management Agency certification training, and other required training continuity for the ODNI.
- Initiate, cultivate, and maintain productive working relationships with IC colleagues and leaders, the White House staff, other federal executive agencies, and use these relationships to share information of interest in accordance with continuity mission requirements.
- Ensure that intelligence supporting Continuity of Operations, Continuity of Government and Enduring Constitutional Government is available and shared with all appropriate IC personnel.
- Plan for and serve during National Security Emergencies, National Security Special Events, IC and ODNI national continuity alerts and activations, crisis incidents, incident management responses, and other national response and operations initiatives.
- Develop national intelligence and preparedness policy to support mission requirements, as need. Specialty Mission Areas: Strategy, Mission Program & Resource Management, Mission Coordination & Capabilities, and Continuity of Operations/Mission Assurance

Mandatory and Educational Requirements

- Extensive knowledge of continuity initiatives including Homeland/National Security Presidential Directives, Federal Continuity Directives, and other relevant directives/guidance.
- Extensive knowledge of continuity principles, concepts and methodologies, as well as technology infrastructures and operations; demonstrated ability to provide oversight and guidance to multi-faceted emergency response and support programs.
- Demonstrated ability to manage Continuity of Operations (COOPs), Continuity of Government, and Enduring Constitutional Government programs, policies, and operations.

Desired Requirements

- Demonstrated ability to build and sustain professional relationships, effectively lead interagency teams, exert influence at all leadership and staff levels, lead and coordinate cross-functional team initiatives, and encourage information sharing.
- Demonstrated oral and written communications skills, including the demonstrated ability to communicate effectively with people at all levels; to represent the ODNI in



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interagency meetings, and produce written products that clearly and logically convey complex information and ideas.

- Extensive knowledge of evaluation methodologies and demonstrated ability to conduct qualitative analysis to evaluate the effectiveness, efficiency, and productivity of continuity programs.
- Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team or collaborative environment, and to lead and mentor junior colleagues.
- Extensive knowledge of evaluation methodologies and demonstrated ability to conduct qualitative analysis to evaluate the effectiveness, efficiency, and productivity of continuity programs.
- • Knowledge of and demonstrated ability to develop, coordinate, manage and execute a seamless transition from Management plans and procedures into Continuity of Operation plans and procedures.
- Demonstrate the ability to plan, develop, and provide guidance on continuity and IT Disaster Recovery plans and procedures along with management of facilities to support contingency planning and execution.
- Demonstrate the ability to plan and perform evaluations and assessments of the sustainability of alternate facilities, the effectiveness of response operations, and support of the DNI and OGAs;
- Demonstrate the ability to plan and manage the assembling, equipping, and operations of Undisclosed Emergency Intelligence Facilities, response operations, and effective communications across the Continuity Community in support of these programs.
- Demonstrate the ability to maintain situational awareness of alternate emergency relocation facilities, including knowledge of resources, maintenance of infrastructure, identification of transportation routes, provisioning of supplies and other elements necessary to support the national leadership in Continuity or Devolution circumstances.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.) and mccreaz@cia.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

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All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**